

5.1 Staffing

Policy statement

We provide a staffing ratio in line with the Ofsted Requirements and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure & Barring Service in accordance with statutory requirements.

Procedures

To meet this aim we use the following ratios of adult to children:

- Children aged two years: 1 adult : 4 children:
 - at least one member of staff holds a full and relevant level 3 qualification; and
 - at least half of all other staff hold a full and relevant level 2 qualification.
- Children aged three years and over: 1 adult : 6-8 children dependant on the needs of the children in during that session:
 - at least one member of staff holds a full and relevant level 3 qualification; and
 - at least half of all other staff hold a full and relevant level 2 qualification.
 - Some of our staff are qualified to a level 6 (Early Years Professional), and can therefore be on a ratio of 1:13 with at least one other member of staff who holds a full and relevant level 3 qualification. This situation may occur in an emergency, however it is not standard practice.
 - A minimum of two staff/adults are on duty at any one time.
 - Children are always in sight or hearing distance at all times, preferably both wherever possible.
- Each child is assigned a key person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time. Staff can raise concerns at any time however, not just during meetings.
- If staff are absent, then cover is always put into place immediately. Staff will be called first to provide the cover, however if this is not possible, the committee will be called on. All of the committee have DBS checks, some of which are qualified, so can be called on for emergency cover.
- Trips out are risk assessed and appropriate ratios are in place to ensure there is a high level of supervision.

- Only staff are included in ratios. Students and volunteers would not be included, unless they have been deemed competent via the manager, and is only used in an emergency situation. Staff are deployed wherever is the most appropriate- for example if there are lots of children outside and only one inside, there wouldn't need to be 2 members of staff inside and only one outside. Staff are required to use their initiative to decide where they are best placed.
- We follow safer recruitment procedures to ensure the staff employed are suitable to work with children. We carry out checks which verify qualifications, experiences and references. The interview process has set questions which are planned and decided in advance and there is always a practical activity involved, to see how you interact with the children. This is closely monitored by staff. All positions at the preschool are subject to a DBS check and policies and procedures are shared at induction.

This policy was adopted at a meeting of	Downton Community Preschool	<i>(name of provider)</i>
Held on	September 2019	<i>(date)</i>
Date to be reviewed	September 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Sarah Nutbeam and Lucy Babb	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	

Primary legislation

- Employee Handbook (2016) Recruiting and Managing Employees (2011)
- Recruiting Early Years Staff (2016)
- Statutory Framework for the Early Years Foundation Stage 2017